

From: [Rhotenberry, William](#)
To: [Quinones, Edwin](#)
Cc: [Ruhl, Christopher](#); [Broyles, Ragan](#); [Smith, Nelson](#); [Smith, Monica](#); [Peycke, Mark](#); [Brescia, Nicolas](#); [Mason, Steve](#)
Subject: RE: Exxon Information Request with instructions for hand delivery
Date: Friday, April 05, 2013 3:31:14 PM

Thanks Ed we're working it.

From: Quinones, Edwin
Sent: Friday, April 05, 2013 3:15 PM
To: Rhotenberry, William
Cc: Ruhl, Christopher; Broyles, Ragan; Smith, Nelson; Smith, Monica; Peycke, Mark; Brescia, Nicolas; Mason, Steve
Subject: FW: Exxon Information Request with instructions for hand delivery

Hi Bill,

Please follow the instructions set forth below. Please give me or Beau a call if you have any questions.

Ed Q.
X8035

Beau
X8489

From: Smith, Nelson
Sent: Friday, April 05, 2013 3:12 PM
To: Quinones, Edwin
Subject: Exxon Information Request with instructions for hand delivery

Attached is the 3-page Information Request and a Certificate of Service

Bill needs to:

1. Print the Information Request Letter
2. Sign it
3. RETAIN A COPY
4. Hand deliver it to Mark Weesner
5. Email a PDF of the final document with both his and Ragan's signature back to us.

Bill also needs to:

1. Print the Certificate of Service
2. Fill it out with the date and time of hand delivery of the Information Request Letter
3. Sign it
4. Email a PDF of the completed Certificate of Service with his signature back to us.

NOTE: Exxon does not get the Certificate of Service... it is only for our files as proof of service.